

**A**re you faced with the challenge of completing Certified Payrolls correctly?

Do you need to move from the position of submitting revised payrolls time after time to submitting accurate payrolls the first time?


Are you frustrated by your level of knowledge concerning Certified Payroll Reporting?

**Our Certified Payroll Workshop and Workbook** are packed with a wealth of knowledge, skills and resources.

Your staff will be given the tools they need and will learn what it takes to improve their effectiveness and productivity in performing this vital task.

**We have the tools  
for flawless  
Certified Payroll Reporting!**

*This workshop is offered to you  
absolutely **FREE OF CHARGE!**  
That is how strongly we are  
dedicated to your success!*

  
Arizona Department of Transportation  
206 S. 17th Avenue, Room 167  
Mail Drop 133A  
Phoenix, AZ 85007

## Certified Payroll Reporting

**We invite you and your staff to consider  
this workshop prerequisite preparation  
for Certified Payroll Reporting!**

ADOT Field Reports is offering a Certified Payroll Class that provides a practical, how-to workshop for Certified Payroll Preparation.

Let us help you and your team focus on dollar-saving procedures that increase effectiveness through the use of the right training and tools.

*Register for  
classes using  
this brochure!*

Arizona Department of Transportation



*This workshop  
is open to  
all personnel  
regardless of their  
management level!*

Identify methods for mapping cost-effective practices for Certified Payroll Reporting by gaining the knowledge and skills of:

- **Governing Law- The Why?**
- **Implementation- The How?**
- **Issues and Resolutions**

Participant materials and focused training will provide ongoing reinforcement and valuable reference points during and after the workshop.

Who benefits from this Workshop?

- **Prime Contractors**
- **Subcontractors**
- **Field Offices**

Instruction will cover:

- **The Davis-Bacon Act**
- **Federal Aid Contracts**
- **29 CFR**
- **Certified Payroll Entry**
- **Weekly Statement of Compliance**
- **Subcontractor Request Forms (SRF)**
- **FHWA 1273**
- **Apprentice Certificates and more!**

Remember, this workshop is offered entirely  
**FREE OF CHARGE!**

**Our Workshop  
provides opportunities  
for interactive participation  
and networking with others  
who perform this same unique task.**

**Eliminate dollars being withheld from  
the primes' monthly payments  
for payroll errors being  
made on Certified Payrolls.**

## Certified Payroll Class

Please allow for six hours of class time.

\*All times are from 8 a.m. to 3 p.m.

Phoenix- Jan. 10, 08	Phoenix- July 8, 08
Phoenix- Feb. 14, 08	Phoenix- Aug. 14, 08
Phoenix- March 11, 08	Phoenix- Sept. 9, 08
Phoenix- April 10, 08	Phoenix- Oct. 9, 08
Phoenix- May 13, 08	Phoenix- Nov. 13, 08
Phoenix- June 12, 08	Phoenix- Dec. 9, 08

*\*Class dates and times are subject to change.*

Classes held in Phoenix are located in the ADOT Administration Building at 206 S. 17th Avenue in the Construction Group Conference Room #169. Please contact us for driving directions.

To register, you may return this form by mail, phone us or fax it to 602.712.3067 with your choice of dates.

Please submit one form for each participant. Copies are acceptable.

Class may be scheduled out of the Phoenix metro area or any other location on an "as needed" basis.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Position title \_\_\_\_\_

Company name \_\_\_\_\_

Email \_\_\_\_\_

For more information please contact:

**ADOT Field Reports  
602.712.7301  
Fax 602.712.3067**